



**CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)  
MISUSE INVESTIGATION REPORTING**

<input type="text" value="2018"/> <i>Calendar Year</i>	<input type="text" value="Santa Rosa Police Department"/> <i>Agency Name or Qualifying Sub-Unit of a Non-LE Agency</i>
<input type="text" value="01-05-2019"/> <i>Date</i>	<input type="text" value="CA0490500"/> <i>Originating Agency Identifier (ORI) Number(s) – Attach Additional Paper if Necessary</i>
<input type="text" value="Mikaela Kreps"/> <i>Name of Person Completing Form</i>	<input type="text" value="Ronald Wright"/> <i>Name of Agency CLETS Coordinator (ACC)</i>
<input type="text" value="mkreps@srcity.org"/> <i>E-Mail Address of Person Completing Form</i>	<input type="text" value="rwright@srcity.org"/> <i>E-Mail Address of Agency CLETS Coordinator (ACC)</i>
<input type="text" value="707-543-3613"/> <i>Phone Number</i>	<input type="text" value="707-543-4091"/> <i>Phone Number</i>

1. Total number of investigations performed related to CLETS misuse:

2. Total number of misuse investigations with **NO** misuse found:

3. Total number of misuse investigations still pending:

4. Total number of **founded** misuse violations from investigations:

A. Total numbers for administrative actions taken on founded misuse violations<sup>1</sup>:

Counsel	<input type="text" value="3"/>	Reprimand	<input type="text" value="1"/>	Training	<input type="text" value="1"/>	Suspension	<input type="text" value="0"/>
Resignation	<input type="text" value="0"/>	Termination	<input type="text" value="0"/>	Other <sup>2</sup>	<input type="text" value="0"/>	No Action <sup>2</sup>	<input type="text" value="0"/>

B. Total number of criminal complaints filed:

Infraction	<input type="text" value="0"/>	Misdemeanor	<input type="text" value="0"/>	Felony	<input type="text" value="0"/>
------------	--------------------------------	-------------	--------------------------------	--------	--------------------------------

C. Total number of convictions from criminal complaints:

Infraction	<input type="text" value="0"/>	Misdemeanor	<input type="text" value="0"/>	Felony	<input type="text" value="0"/>
------------	--------------------------------	-------------	--------------------------------	--------	--------------------------------

5. How many misuse investigations originated from the following:

A. Private Citizen Complaints	<input type="text" value="0"/>	B. Internal Within Department	<input type="text" value="4"/>
C. From Another Agency	<input type="text" value="0"/>	D. Department of Justice	<input type="text" value="0"/>

*faxed 1-5-2019*

Regardless of whether your agency had any reported misuse, submit this form by February 1 of each year for the previous calendar year. Include the number of investigations performed related to CLETS misuse and include any disciplinary action taken, if applicable. The agency may need to contact their internal investigations department. For additional information please refer to the Department of Justice information bulletin 18-07-CJIS on the California Law Enforcement Web (CLEW).

<sup>1</sup>Total number of actions taken may exceed total number of founded misuse violations.

<sup>2</sup>If any number other than 0 is entered in "Other" or "No Action" it is required that the agency attach documentation that supports the decision. Personal information within the documentation should be redacted or omitted.

California Department of Justice CLETS Administration Section P.O. Box 903387 Sacramento, CA 94203-3870	Phone: (916) 210-4240 Fax: (916) 227-0696 Email: <a href="mailto:cas@doj.ca.gov">cas@doj.ca.gov</a>
--	---



*FAKED*  
*initial*  
*SEPT 2018*

## CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) CHANGE REQUEST

Santa Rosa Police Department  
Agency Name  
965 Sonoma Ave  
Address  
Santa Rosa  
City  
95404  
Zip Code  
Mikaela Kreps, Records Supervisor  
Name and Title of Person Requesting Change  
Check if Change in Agency Address and/or Phone ☐

CA0490500  
Originating Agency Identifier (ORI) Number  
(707) 528-5222  
Agency Phone Number  
Sonoma  
County  
(707) 543-3613  
Phone Number

### COMPLETE ALL AREAS REQUIRING CHANGE

#### Agency Head (If new designation, complete a new Subscriber Agreement)

Name  
Address  
Email  
Phone Number  
Fax Number

#### Agency CLETS Coordinator (ACC) (If new designation, prior ACC or Agency Head must sign this form)

Ronald J. Wright  
Name  
965 Sonoma Ave, Santa Rosa CA 95404  
Address  
rwright@srcity.org  
Email  
(707) 543-4091  
Phone Number  
(707) 543-3577  
Fax Number

#### Security Point of Contact (SPOC)

Name  
Address  
Email  
Phone Number  
Fax Number

#### NCIC/ORION Information

Phone Number  
Alternate Phone Number  
Fax Number  
Alternate Fax Number

Please use the separate Hit Confirmation Data form for providing hit confirmation information changes.

Signature of ACC or Agency Head  
Date

California Department of Justice  
CLETS Administration Section  
P.O. Box 903387  
Sacramento, CA 94203-3870  
Phone: (916) 210-4240  
Fax: (916) 227-0696  
Email: [CAS@doj.ca.gov](mailto:CAS@doj.ca.gov)